America & Africa: Talent Acquisition Initiatives to Staff Our Embassies!



Project Title	America & Africa: Talent Acquisition Initiatives to Staff Our Embassies!
	Help the State Department bureau in charge of staffing our embassies and consulates in the fastest growing region of the world – sub-Saharan Africa!
Country	United States

Project Description

We welcome a virtual intern to join our Foreign Service staffing team, The Foreign Service Assignments Team in the Executive Office for the Bureau of African Affairs (AF) is responsible for recruiting and managing Foreign Service positions domestically and overseas in AF posts. AF is the home bureau for several historically-difficult-to-staff posts, several of which are categorized by the Department as "Special Incentive Posts" where persistent security challenges, unforgiving work environments, and challenging living conditions present unique staffing challenges. Virtual interns would assist assignments officers with management of Foreign Service assignments-related issues. We would love organizational help and creative thinking to assist us with recruiting for our positions (including with design and content for our recruiting website), keeping our files up-to-date and accurate, and developing innovative solutions to resolve any FS assignments related problems encountered in meeting staffing needs.

Required Skills or Interests

Skill(s)	
Data analysis	
Data visualization	
Editing and proofreading	
Marketing	
Storytelling/blogging/vlogging	
Survey / polling design	
Website design	
Writing	

Additional Information

You'll join our small but dynamic team and be a part of staffing our overseas posts and ensuring we are the best, most diverse and inclusive, and effective talent acquisitions team we can be! Proficiency in MSExcel, MSWord, good writing and other communications skills are necessary. Proficiency in OneNote, Office365, MSTeams welcome. Previous social media/web experience is welcomed, too, but note that Department systems are not necessarily technologically similar to non-USG systems.

Language Requirements

None